



Office of the Principal Commissioner of Income Tax

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Inviting quotations for providing Services of Data Entry Operators to the O/o Principal CIT, Rajamahendravaram

This office intends to engage the services of **two Data Entry Operators** on contract basis in the Aayakar Seva Kendra (ASK) of Income Tax Department, Rajamahendravaram from the approved agencies for a period of one year.

The Service Provider shall provide the services of **two Data Entry Operators** at Aayakar Seva Kendra, O/o Principal Commissioner of Income Tax, Aayakar Bhawan Annexe Building, Veerabadrapuram, Rajamahendravaram to do the data entry work and to assist in the office work from time to time throughout the contract period. The person sponsored should be available in the office from 09:15 A.M. to 05:45 P.M. (lunch time being 01:30 pm to 2:00 pm) from Monday to Friday (5 days in a week) to render the above said services.

Details of Post / Qualification / Age / Experience etc:-

(i)	Name of the post	Data Entry Operator
(ii)	Educational Qualification	Bachelor Degree from any Recognized University
(iii)	Technical Qualification	Proficiency in English Typing and Computer knowledge (MS-office)
(iv)	Age	25 years and above but not exceeding 50 years
(v)	Desirable	Two/Three years experience in the relevant field

The above services are required on the following terms & conditions:-

1. No additional allowance will be paid to the Service Provider for the service performed by the above personnel sponsored by them over and above the consolidated amount.
2. Either the person engaged for rendering above services or the Service Provider cannot claim any right of regular employment or any other benefits.
3. The personnel sponsored for rendering the above services shall be on the pay rolls of the Service Providers only. Hence, this office shall not take any responsibility for payment of monthly remuneration/weekly off, HRA, Contribution to any PF / Medical Insurance etc. in respect of the above as per Government orders.
4. The Service Provider shall be fully responsible for the verification / reliability and soundness of each individual deployed by it for rendering services at the ASK Centre, Rajamahendravaram. The Service Provider shall be responsible for the good conduct of the personnel sponsored and for their act of carelessness and negligence. The Service Provider must submit a record of name, address, qualification and proper conduct verification letter to this office in respect of the personnel provided.
5. The concerned services should be done by one sponsored person for each post during the entire period of agreement. In case of long absence / leave (to be intimated well in advance) for any other reasons, a substitute must be provided by the agency on the same agreed rates & conditions thereof. If on any occasion the services of the personnel could not be provided by the Service Provider, the claim will be proportionately reduced for the period of absence.
6. Any damages made by the sponsored personnel, while discharging their individual duties to the premises / equipment of the Government, the Service Provider will be held responsible in dealing such cases and to attend the losses or other mishandlings on behalf of the sponsored personnel.
7. The Service Provider and the personnel deputed for the above services shall comply with acts, laws or other statutory regulations applicable or might become applicable from time to time to the territory of Andhra Pradesh and faithful to the Government of India.

8. The Government has the right to remove the Sponsored personnel from attending the above work without assigning any reason finding the individuals unsuitable to work for any reasons of indiscipline, irregularity, non-punctuality, un-satisfactory working, improper behavior, not obeying the orders of the Officers etc. The Service Provider shall provide alternate personnel immediately who will match with the requirements as stated above.
9. The Sponsoring Agency is required to submit copies of valid certificate i.e. EPF & ESI (Registration Certificates), copies of EPF & EST Challans, Copies of Service Tax Registration and challans, Labour License and Registration under Shops & Establishments Act, Registration Certificate issued by the Registrar of Companies etc. and all other certificates which are relevant for providing the Services on contract basis.
10. The agreement will be entered with Service Providing Agency for a period of one year on the above terms & conditions mutually agreed upon. The O/o Principal Commissioner of Income Tax, Rajamahendravaram and the Service Providing agency will have the right to terminate the agreement by giving one month's notice.
11. The personnel sponsored by the Service Providing Agency will be examined regarding suitability of office work before assigning him / her the duties in the office. This Office decision will be final in engaging the above personnel about their suitability.

Willing Service Providers may submit their quotation giving complete details per person by **6.00 p.m. on 02.06.2017** for providing the services of **two Data Entry Operators** on the aforementioned terms & conditions. The quotes shall contain, the wage structure, indicating separately the rate of each component in wage, charges and taxes, EPF, ESI etc. and also indicate the willingness to submit the copies of challans from time to time for the payments made to ESI, EPF etc. in respect of the above services for a period of **one year** from the date of agreement.



(B. TYAGARAJU)
Income Tax Officer (HQ)-I (i/c)
O/o Principal Commissioner of Income Tax
Rajamahendravaram